

**TO:** Mayor, Trustees, Village Attorneys and Village Clerk  
**FROM:** Village Administrator Steve Stricker and Staff  
**DATE:** May 24, 2013  
**SUBJECT:** Administration Weekly Memo

**Burr Ridge Briefs**

The draft of the summer edition of the Village newsletter, *Burr Ridge Briefs*, has been sent to the Board for review. Comments and/or suggested changes must be submitted to Assistant Village Administrator Lisa Scheiner by **no later than 2:00 p.m. on Thursday, May 30<sup>th</sup>**.

**Village Hall Closed for Memorial Day Holiday – Monday, May 27**

Please be reminded that the Village Hall will be closed on Monday, May 27, in observance of the Memorial Day holiday.

**Memorial Day Ceremony – Monday, May 27, 7:45 a.m.**

The Veterans Memorial Committee will be conducting a short 15-minute memorial ceremony at the Burr Ridge Veterans Memorial at 7:45 a.m. on Monday, May 27. The program will consist of a few words honoring those who paid the ultimate price and died for this great country. The program will close with the laying of the wreath and the playing of taps.

**Veterans Memorial Committee Meeting – Wednesday, May 29, 4:00 p.m.**

The next Veterans Memorial Committee meeting is scheduled on Wednesday, May 29, at 4:00 p.m.

**Run the Ridge 5k – Saturday, June 1, 8:00 a.m.**

Please be informed that this year's Run the Ridge 5k Race will take place on Saturday, June 1, beginning at 8:00 a.m. If Board members and/or members of their families would like to participate in the race, please email the names, ages and t-shirt sizes to Assistant Village Administrator Lisa Scheiner at [lscheiner@burr-ridge.gov](mailto:lscheiner@burr-ridge.gov) by 5:00 p.m. on Tuesday, May 28<sup>th</sup>. Right Fit, the Race organizer, has agreed to waive the registration fee for elected officials. Questions regarding road closures should be directed to the Deputy Chief of Police first, then to Assistant Village Administrator Lisa Scheiner and then to Village Administrator Steve Stricker, as needed.

**Plan Commission Meeting – Monday, June 3, 7:30 p.m.**

The next Plan Commission meeting is scheduled on Monday, June 3, at 7:30 p.m.

**Concert on the Green – Friday, June 7, 7:30 p.m.**

The first Concert on the Green will take place on Friday, June 7, beginning at 7:30 p.m. The scheduled entertainment is "Heartache Tonight," an Eagles Tribute band. For more information, please contact Assistant Events Coordinator Janet Kowal at [jkowal@burr-ridge.gov](mailto:jkowal@burr-ridge.gov) or at (630) 654-8181, ext. 2120.

### **Market on the Green Farmers' Market begins June 13**

Please be reminded that this year's Farmers' Market will be held at the Village Center from June 13 through September 26.

### **Plan Commission Meeting – Monday, June 17, 7:30 p.m.**

The second June meeting of the Plan Commission meeting is scheduled on Monday, June 17, at 7:30 p.m.

### **BFPC Meeting – Wednesday, June 19, 7:00 p.m.**

The next regular meeting of the Board of Fire and Police Commissioners is scheduled on Wednesday, June 19, at 7:00 p.m.

### **Bi-Annual Recognition Dinner – Tentatively on Thursday, June 20, 6:00 p.m.**

We have tentatively scheduled the bi-annual Recognition Dinner on Thursday, June 20, at the Marriott Hotel beginning at 6:30 p.m. Details and an "official" invitation will be provided in the near future; please save this date on your calendar. (If they haven't already done so, Board members are asked to please let Barbara Popp know as soon as possible about their availability for June 20.)

### **Car Show – Sunday, June 23, 12:00 p.m.**

Please be reminded that the 6<sup>th</sup> Annual Burr Ridge Car Show is scheduled on Sunday, June 23, from 12:00 to 4:00 p.m., at the Burr Ridge Village Center.

### **Secretary of State MDSF – Wednesday, June 26, 10:00 a.m.-2:00 p.m.**

The Secretary of State will once again be at the Village Hall with its Mobile Driver Services Facility on Wednesday, June 26, from 10:00 a.m. to 2:00 p.m. At the mobile facility any Illinois resident can renew his/her license or ID up to one year in advance. The facility also offers vision screening, duplicate and/or corrected drivers' licenses, new ID cards and vehicle renewal stickers. Anyone over the age of 65 can obtain a free state ID that is good for life. Standard fees apply. The Mobile Facility does not offer road tests; anyone over the age of 75 is required to take a road test when renewing a drivers' license. To learn more about identification requirements, fees and services, visit the Secretary of State's web site at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).

### **IML Newly Elected Officials Workshops**

Please be reminded about the 2013 Illinois Municipal League's Newly Elected Officials Workshops, which are being conducted during June at various locations and for which information was provided to you previously. Workshop topics are designed to answer your questions and get you started on solid footing:

- IML & IMLRMA Member Services
- Nuts & Bolts of Municipal Meetings
- Money & Municipal Government
- Ethics
- Municipal Regulation & Land Use
- Special Lightning Round - Municipal Employees and Contracts & Purchasing

Time will be provided for questions following the program presentations. The registration fee for the workshop is \$50, which includes handout materials and light refreshments.

If you are interested in attending one of these workshops, please contact Executive Secretary Barbara Popp via email at [bpopp@burr-ridge.gov](mailto:bpopp@burr-ridge.gov) and she will register you.

### **DMMC Newly Elected Officials Workshop – Saturday, July 13**

Save the date! The DuPage Mayors and Managers Conference will be hosting a morning workshop entitled, *Essential Skills for Elected Officials*, on Saturday, July 13. Please mark your calendars. Detailed information will be coming from the DMMC in the next few weeks and I will pass it along to the Board when it does.

### **County Line Road Bridge Update**

Available for review at the Village Hall is a letter that was sent on our behalf from Representative Patti Bellock to IDOT's Secretary of Transportation requesting reconsideration to move this project forward this year. In addition, I received a call from Senator Radogno's office informing me that they were in the process of contacting Secretary Schneider's office on our behalf in an attempt to establish a bid letting date in 2013.

### **Savoy Club Update as of May 22, 2013**

Available for review at the Village Hall is a summary of all permits issued for new homes in the Savoy Club Planned Unit Development. There are a total of 52 lots in Savoy Club. Six homes were constructed and completed (and one home was substantially completed but never occupied) by the original developer, Callaghan and Associates. Pulte Corporation took over the project in March of 2012 with the intent of purchasing four homes each quarter (every three months). Pulte has exceeded their projections and at this time Pulte has been issued or has applied for a total of 27 permits for new homes. There remain 18 lots for which permit applications have not been submitted and Pulte has a total of 17 lots that remain for sale.

### **Villa Taj Update**

The property at 6501 County Line Road known as the "Villa Taj" should receive their Certificate of Occupancy early next week. All that remains is for the water meter to be replaced. Please be aware that a request is being made from the owner to construct a fence along Plainfield and County Line Roads. This request will be presented to the Plan Commission at its June 17 meeting.

### **Chapter 2**

I want to remind the Board that Chapter 2 of the Village Code contains, among other things, all the rules and procedures in regard to conducting Board meetings. With this in mind, Board members have been provided a complete copy of Chapter 2 for their reference. Please feel free to contact me if you would like to discuss any portion of this document.

### **DMMC Legislative Update**

Available for review at the Village Hall is the DuPage Mayors and Managers Legislative Update dated May 21, 2013.

### **IML Statehouse Briefings**

Available for review at the Village Hall is the Illinois Municipal League's Statehouse Briefings dated May 21 and May 24.